

**The University of Melbourne  
School of Behavioural Science**

**MINUTES OF THE *SPECIAL* EXECUTIVE COMMITTEE MEETING  
Meeting 04/06  
26 March 2006**

- 1. Present:** H. Jackson (Chair), R. Bell, J. Boldero, P. Murray, P Pattison,  
B. Rohrmann  
**Apologies:** J. Mattingley  
**In attendance:** I. Taylor

**2. Governance**

**2.1 Structures**

RECOMMENDATIONS

That the following terms of office be introduced for the School Committee and its sub committees:

- (i) That the term of office for the three convener positions be for one calendar year with the possibility of renewal;
- (ii) That the term of office for academic coordinator positions be for one calendar year with the possibility of renewal;
- (iii) That the term of office for elected members be for one year;
- (iv) That the term of office for i, ii, and iii end at 31 December in the year of office; and
- (v) That elections be held for the elected members in October of the preceding year.

That the Research Programs Committee be requested to review its membership in light of the multidisciplinary nature of research

That a representative of the External Relations Committee (nominated by the External Relations Committee) be added to the membership of the Research Programs Committee

That a representative of the External Relations Committee (nominated by the External Relations Committee) be added to the membership of the Academic Programs Committee

FREQUENCY OF MEETINGS

There was a suggestion that committees met too infrequently but there was no recommendation as to a change in meeting regularity.

It was agreed that the Postgraduate Research Sub Committee should meet as scheduled.

**2.2 Functioning**

RECOMMENDATIONS

That the School Committee agenda be restructured so that meetings focus on key discussion issues and that meetings aren't totally consumed by general business. The recommended structure is as follows:

- (i) Welcome and Minutes
- (ii) Key issues
- (iii) General business

That 'General business' include a summary report of business from the Research Convener, External Relations Convener, and the Academic Programs Convener, consisting of up to one page and circulated with the agenda.

## **MAJOR ISSUES FOR COMMITTEES**

It is recommended that the Committees of the School take on board the issues as listed below:

### External Relations

- Knowledge Transfer and identifying what this is
- Conducting an audit of current Knowledge Transfer activities

### Research

- RQF
- Research performance including teaching load
- Attracting PhD students – exploring whether to target specific research domains

### Academic Programs

#### Undergraduate

- QOT
- CEQ
- Curriculum Commission
- External stakeholders

#### Postgraduate

- Considering introduction on new coursework programs, eg certificates and diplomas without clinical and thesis components

## **2. Strategic and Operational Plans**

Members were requested to forward any changes to the performance against the 2005/2006 operational plan document to Patricia Murray by COB on Tuesday 28 March.

It was agreed that the draft 2006 operation plan be reframed to reflect the 2006 Uni Operational plan and Conveners were requested to make changes in light of the discussion and forward to Patricia Murray by Friday 31 March.

## **3. Growing Esteem**

Major issues facing the School in light of *Growing Esteem* include:

- Psychology's presence in the 75 points of core credit points in undergraduate degrees
- new undergraduate structure will not allow for the completion of 2 majors and the impact this will have on students' ability to prepare for multidisciplinary research degrees
- capstone experience
- knowledge transfer aspect of learning – external practical aspect of degrees
- trial run of RQF

## **4. Funding submission**

It was agreed that the following options be explored as possible submissions for funding

to the Faculty:

- (i) On-line development for 512 220 Quantitative Methods for Psychology 2
- (ii) Investment in the Psychology Test Library
- (iii) Psychology Clinic to operate for extended hours and possibly 7 days per week

It was noted that the Head of School would be responsible for developing the proposal for funding.

## **5. Other business**

### **5.1 Workforce planning**

Members received a confidential copy of the draft workforce plan for the School of Behavioural Science which was discussed 'in camera'.

#### ***Distribution:***

*Assoc Prof Richard Bell, Deputy Head of School and Academic Programs Convenor*

*Assoc Prof Jenny Boldero, External Relations Convenor*

*Prof Henry Jackson, Head of School and Chair*

*Prof Jason Mattingley, Research Programs Convenor*

*Ms Patricia Murray, School Manager*

*Prof Pip Pattison, Previous Head of School*

*Assoc Prof Bernd Rohrmann, Elected representative*

#### ***For information:***

*Ms Malini Chandrakumar, Resources Manager*

*Mr Ian Taylor, Technical Services Manager*